



## APPLICATION FOR EMPLOYMENT

Thank you for choosing to apply for an exciting career with King Maintenance, Inc., the premier janitorial and maintenance company based in southern Minnesota! Please read the following questions on both pages of this application carefully and answer them in their entirety.

### PERSONAL INFORMATION (Please fill in all blanks and circle YES or NO for the following questions.)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ Are you 16 years of age or older? YES NO

Are you 18 years of age or older? YES NO

Date you can start: \_\_\_\_\_ Are you employed now? YES NO Referred by: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Name Address Telephone

Are you a citizen of the United States of America? YES NO

If you circled no, do you have the legal right & necessary documents to work in the United States? YES NO

### EDUCATION (Please circle the highest year/grade level attained for the following.)

ELEMENTARY 1 2 3 4 5 6 7 8 Graduate? YES NO Where? \_\_\_\_\_

HIGH SCHOOL 9 10 11 12 Graduate? YES NO Where? \_\_\_\_\_

COLLEGE 1 2 3 4 Graduate? YES NO Where? \_\_\_\_\_

Any extra curricular activities that might interfere with work? \_\_\_\_\_

### SPECIAL SKILLS (List any special skills that might relate to the position you are applying for.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### REFERENCES (Give the names of 3 persons not related to you, whom you have known at least 1 year.)

1. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Name Address Telephone Years Acquainted

2. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Name Address Telephone Years Acquainted

3. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Name Address Telephone Years Acquainted



## APPLICATION FOR EMPLOYMENT (cont.)

### EMPLOYMENT HISTORY (Start by filling in your most recent position. Fill in all blanks & circle YES or NO for the following questions.)

1. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Company Address City State Zip  
Dates: from: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Position: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Name of supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Company Address City State Zip  
Dates: from: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Position: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Name of supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Company Address City State Zip  
Dates: from: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Position: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Name of supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

4. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Company Address City State Zip  
Dates: from: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Position: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Name of supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

In submitting this application for employment and signing below, I authorize King Maintenance, Inc. and any third party to conduct investigations whereby information is obtained regarding my character, previous employment, general reputation, educational background, and criminal history checks. Criminal history background checks will be performed post interview. I release King Maintenance, Inc. and any third-party company from any and all liability and damages resulting in the furnishing, obtaining, or using of the above-mentioned information.

I attest that all previous questions have been answered accurately and truthfully. In the event of employment, I understand that false or misleading information given in my application, résumé, curriculum vitae (CV), or interview(s) may result in my immediate dismissal. I am also required to abide by all rules and regulations of King Maintenance, Inc.

Applicant's  
Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

*Please take the necessary time to proofread your application. Applications received that do not have all questions answered including the applicant's declaration, applications that are not signed, and/or applications with false or misleading information will be discarded. Thank you!*